



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA MTTP 22 – 065

TO Deans, Directors, and Heads of Academic Units

FROM *Theresa T. Payongayong*
MA. THERESA T. PAYONGAYONG, PhD
Vice Chancellor for Academic Affairs

SUBJECT UTAK Updates as of 27 September 2022

DATE 27 September 2022

The following are updates on additional processes / changes accessible via the platform <https://utak.upd.edu.ph>, namely:

1. the Application for GE Crediting / Substitution, which is for the use of students; and
2. the amended Authority to Travel (Local) form, which incorporates additional information required by HRDO.

Please refer to the tutorials page <https://utak.upd.edu.ph/tutorials/> for the GE Crediting / Substitution video and brochures.

Other requests to be processed via UP UTAK are as follows:

Type of Application or Request	Faculty	REPS	Admin	Student
Application for local Faculty Fellowship grants	✓			
Application for local Study Leave	✓	✓	✓	
Application for permission to engage in Limited Practice of Profession (LPP)	✓	✓	✓	
Application for privilege to study at reduced fees	✓	✓	✓	
Application for Study Load Credit	✓			
Faculty Development Fund (FDF) request	✓			
Request for Affiliate Faculty appointment	✓			
Request for Authority to Travel Abroad	✓	✓	✓	
Request for Authority to Travel (Local)	✓	✓	✓	
Request for the waiver of the 6-unit load of Lecturers	✓			
Request for the waiver of the class size requirement	✓			
Other requests for the Office for the Advancement of Teaching (OAT): • Waiver/Appeal for less than 6 units teaching load for a semester/ trimester • Did not meet the 24-unit required teaching load • To be paid overload, regardless of small classes • Faculty Administrators with more than 6-course credit overload	✓			
Enrollment Permit application for international students (In-bound students)				✓
International Cross-Enrollment Permit application (out-bound students)				✓

Please take note that you must use your official email address (@up.edu.ph) to access the system.



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Should you have any questions or clarifications, you may send them through <https://utak.upd.edu.ph/help-desk/>.

Please disseminate. Thank you.

cc: *General Education Center
Office of the University Registrar
UP Diliman HRDO*